

## **Request for Proposals (RFP) Classification and Compensation Study for the City of Montgomery, Texas**

### **Introduction:**

The City of Montgomery, Texas located ~20 miles NW of Houston (5 square miles/~3,000 pop./40 FTEs) is seeking proposals from qualified firms to conduct a comprehensive Classification and Compensation Study. The purpose of this study is to analyze and recommend appropriate salary ranges and position classifications to ensure equitable compensation across various positions within the city government. The findings will be used to establish a competitive, equitable, and sustainable structure that is aligned with the labor markets, future trends, and the strategic vision of the City to enable the workforce to provide the highest levels of service for the community.

All responses to this RFP shall be submitted digitally, by email, **in one PDF** to Gary Palmer, City Administrator at [gpalmer@ci.montgomery.tx.us](mailto:gpalmer@ci.montgomery.tx.us)

Email Subject Line: CLASS/COMP PROPOSAL

**Proposals must be received prior to 2:00 pm CT on Friday August 16, 2024.**

### **Scope of Work:**

The selected firm will be responsible for:

- 1. Job Analysis and Classification:**
  - Conducting a thorough job analysis of all city positions to determine current job duties, responsibilities, and required qualifications.
  - Developing a classification system that accurately reflects job levels and hierarchies within the organization.
- 2. Compensation Benchmarking:**
  - Conducting a thorough review of compensation levels for comparable positions in other municipalities and relevant industries.
  - Providing recommendations for competitive salary ranges based on market data and analysis.
- 3. Employee Engagement and Input:**
  - Facilitating interviews or surveys with key stakeholders, including department heads and employees, to gather feedback on job roles and compensation perceptions.
- 4. Report and Presentation:**
  - Presenting findings and recommendations to the City Council and senior management.
  - Providing a detailed report outlining methodology, analysis, and final recommendations for implementation.

**Proposal Requirements:**

Interested firms should submit proposals that include, but are not limited to, the following:

1. **Company Overview and Qualifications:**
  - Detailed information on the firm's experience conducting similar studies for public sector organizations.
  - Resumes of key personnel who will be involved in the project.
2. **Methodology and Approach:**
  - A detailed outline of the proposed methodology for conducting the classification compensation study.
  - Approach to data collection, analysis, and validation of findings.
3. **Project Timeline and Deliverables:**
  - Proposed project timeline with key milestones and deliverables.
  - Estimated timeline for completion of the final report and presentation.
4. **Cost Proposal:**
  - Clear breakdown of costs associated with conducting the study, including all expenses and fees.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications of Firm:** Previous experience conducting similar studies, especially within the public sector.
2. **Methodology and Approach:** Clarity and feasibility of proposed methodology and approach.
3. **Project Timeline**
4. **Cost Proposal**

**Contact Information:**

For inquiries regarding this RFP, please contact Gary Palmer City Administrator  
[gpalmer@ci.montgomery.tx.us](mailto:gpalmer@ci.montgomery.tx.us) .

**Disclaimer:**

The City of Montgomery, Texas reserves the right to reject any or all proposals received, to negotiate modifications to proposals, and to award a contract to the firm deemed to be in the best interest of the City, based on the evaluation criteria outlined above.